

R 162101Z JUN 99 ZUI ASN-D00167000586

FM COMDT COGARD WASHINGTON DC//G-W//

TO ALDIST

BT

UNCLAS //N01500//

ALDIST 219/99

COMDTNOTE 1500

SUBJ: COAST GUARD CHIEF PETTY OFFICERS ACADEMY (CPOACAD)

A. ALDIST 082/97

B. ALDIST 173/98

C. COAST GUARD PERSONNEL MANUAL, COMDTINST M1000.6A, ART. 5-C-5C.6

1. REF A, OUTLINES THE CRITICAL TRANSITION FROM E-6 TO E-7. THE CPO ACADEMYS GOAL IS TO ENSURE THAT EACH NEW CHIEF PETTY OFFICER RECEIVES THE NECESSARY TRAINING TO PREPARE FOR THEIR INCREASED RESPONSIBILITY AS A MEMBER OF THE CPO CORPS.

2. IAW REF B, E-7S ADVANCED ON OR AFTER 1 JAN 99 WILL BE REQUIRED TO ATTEND THE CPOACAD. REF C, REQUIRES THAT ALL ACTIVE AND RESERVE CPOS ADVANCED ON OR AFTER 1 JAN 99 MUST SUCCESSFULLY COMPLETE THE CPOACAD OR A DOD SENIOR ENLISTED ACADEMY IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN THE E-8 ADVANCEMENT PROCESS.

2. IN ORDER TO FACILITATE SUCCESSFUL COMPLETION OF THESE REQUIREMENTS, THE FOLLOWING DIRECTION IS PROVIDED:

A. COMDTNOTE 1540 PUBLISHES A LISTING OF CONVENING DATES FOR ACTIVE AND RESERVE CPO ACADEMY CLASSES. TQC PUBLISHES REGULAR UPDATES TO COMDTNOTE 1540 VIA MESSAGE AND ON THEIR WEBSITE: [HTTP://WWW.USCG.MIL/HQ/TQC](http://www.uscg.mil/hq/tqc). ALL NEWLY ADVANCED CPOS SHOULD REVIEW CRSE DATES AND ASCERTAIN THOSE DATES THAT BEST FIT THEIR UNIT AND PERSONAL NEEDS.

B. AFTER SELECTING DATES, MBRS MUST SUBMIT A SHORT TERM TRAINING REQUEST, CG-5223 (STTR) VIA THEIR COMMANDING OFFICER TO COMDT (G-WTL-2), LISTING TWO PREFERRED ATTENDANCE DATES, IN RANK ORDER. STTR WILL BE VALID FOR A PERIOD OF SIX MONTHS FROM THE DATE G-WTL-2 RECEIVES. IF MBR DOES NOT ATTEND CPOACAD DURING THAT SIX MONTH PERIOD, A NEW STTR MUST BE RESUBMITTED. MBRS UNDER PCS ORDERS MUST HAVE NEW UNIT APPROVE THEIR STTR. IT'S THE MBRS RESPONSIBILITY TO UPDATE THEIR STTR SEMI-ANNUALLY.

C. MBRS WHO RCV ORDERS VIA THIS PROCESS AND SUBSEQUENTLY WISH TO CANCEL FOR PERSONAL PRIORITY / CONVENIENCE REASONS WILL NOT BE ELIGIBLE TO REAPPLY FOR A PERIOD OF TWO YEARS. URGENT OPERATIONAL NEEDS AND PERSONAL EMERGENCIES WILL BE CONSIDERED ON A CASE BY CASE BASIS AFTER CONSULTING WITH THE MBRS COMMAND.

D. MBRS WHO DO NOT SUBMIT A STTR WILL NOT BE CONTACTED BY

G-WTL. FAILURE TO ATTEND WILL RESULT IN DELAYING ADVANCEMENT ELIGIBILITY OPPORTUNITIES, AS WELL AS NEGATIVELY IMPACT UNIT AND SERVICE LEADERSHIP NEEDS.

4. CPOACAD QUOTAS IN EXCESS OF ANNUAL E-7 ADVANCEMENT REQUIREMENTS WILL BE AVAILABLE TO E-7S WHO ADVANCED PRIOR TO 1 JAN 99 AND DESIRE TO ATTEND. THE PARTICULARS IN PARA 3 ARE GERMANE.

5. BEGINNING SUMMER FY00, TWO RESERVE COURSES WILL CONVENE. RESERVE E-7S (ADV ON OR AFTER 1 JAN 99) WILL HAVE FIRST PRIORITY TO ATTEND AND MUST SUBMIT A SHORT TERM TRAINING REQUEST (STTR - CG 5223) VIA THEIR COMMANDING OFFICER TO COMDT (G-WTL-2) OUTLINING THEIR DESIRED ATTENDANCE.

6. QUOTAS IN EXCESS OF ANNUAL RESERVE E-7 ADVANCEMENTS WILL BE AVAILABLE TO RESERVE E-7S WHO ADVANCED PRIOR TO 1 JAN 99 AND DESIRE TO ATTEND. THE PARTICULARS IN PARA 3 & 5 ARE GERMANE. BASED UPON AVAILABLE QUOTAS, ALL RESERVE CPOS WILL HAVE THE OPPORTUNITY TO ATTEND THE REGULAR CRSE (5 WKS), AS WELL AS THE RESERVE CRSE. THEIR STTR MUST SPECIFY DESIRED CRSE.

7. BEGINNING 1 AUG 99, G-WTL-2 WILL BEGIN ACCEPTING STTRS FOR FY00 CONVENINGS. E-6S ABOVE THE CUTOFF, PREDICTOR, OR THAT HAVE BEEN ASSURED OF ADVANCEMENT TO E-7 BY CGPC-EPM-2 MAY SUBMIT A STTR.

8. THE ULTIMATE GOAL OF THE CPO ACADEMY IS TO MEET SERVICE AND UNIT LEADERSHIP NEEDS BY PROVIDING THE CRITICAL SKILL SETS NEEDED BY CPOS, AS WELL AS ENSURE EACH AND EVERY CPO HAS THE OPPORTUNITY TO DEVELOP PERSONALLY AND PROFESSIONALLY. COMMANDING OFFICERS SHOULD STRONGLY ENCOURAGE ALL CPOS TO ATTEND THIS COURSE IN A TIMELY MANNER.

9. COMDT (G-WTL-2) POC IS YNCS ALEX KEENAN, ENLISTED LEADERSHIP PROGRAMS AT (202) 267-2441, FAX (202) 267-4610, OR E-MAIL AKEENAN@COMDT.USCG.MIL.

10. INTERNET RELEASE AUTHORIZED.

11. RADM F. L. AMES, ASST. COMMANDANT FOR HUMAN RESOURCES, SENDS.

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